

Blueprint Grant Monitoring/Reporting Process

February 2006

MPO Reporting

As set forth in the grant application, Blueprint grantees are required to develop a detailed timetable, describing the work activity, monthly milestones, the products to be produced and the entity performing the work. Following this format as a foundation, grantees are required to submit:

- **Quarterly Reports** (April 15, July 15, October 15, 2006, & December 15, 2006)
- **Annual Progress Report** - (December 15, 2006) based on work plan accomplishments.
- **Final Evaluation Report** (due at project closeout) on the effectiveness of the region's scenario planning effort, funded either wholly or in part by this grant. The evaluation report should include a description of any obstacles or challenges that were encountered and suggested strategies or actions to address them.
- **Completed Blueprint Plan** for the region.
- **Performance Measures** - "the vital few" regional and statewide measures.

CALTRANS Reporting

Blueprint Project Managers (Caltrans) are required to submit a "Report to Legislature" (Due January 10, 2007).

The report to the joint legislative budget committee shall include, but not be limited to:

1. a description of the criteria used to award funds to the local planning agencies,
2. a description of the process by which this funding was awarded in the first two years of the program,
3. a description of the activities funded in the first two years of the program including the amount provided to each, and
4. an analysis of how the funds were expended in the first year of the program, including any measurable outcomes.

QUARTERLY REPORT PROCESS

The MPO will submit quarterly reports, using the format provided for the Blueprint Program. The form should be completed each quarter (see dates above) and submitted concurrently to the District and the Blueprint Program staff in Sacramento.

The invoicing process will remain the same as other Office of Regional and Interagency Planning grant program projects with invoices submitted directly to the Districts.

COMMUNICATION

The Blueprint Planning Branch Staff will have direct contact with the district liaisons and MPO grantee project staff. Please see the Blueprint Grant program contact list attached.